

Health Care Authority

Administrative Policy

No. 1-04

**Chapter 1: Agency Administration**

Contact: Audit Manager  
Human Resources Manager  
Training Manager

Effective: December 5, 2001  
Issued: December 5, 2001

Reference: RCW 42.52.160  
WAC 292-110-010  
Executive Ethics Board Advisory Opinions 96-03, 96-04, 96-11, 97-04, 99-02, 00-03  
HCA Policy 1-13, Using Computers

Supersedes:

Forms Used: None.  
(Medium and form of written agreement prescribed determined by supervisor.)

Approved by: Ida Zodrow  
Administrator

**Using State Resources**

**PURPOSE**

Provide Health Care Authority (HCA) employees with guidelines for using state resources including equipment, supplies and employee time.

**DEFINITIONS**

de minimus            The actual cost of the use of state resources is so small as to be insignificant or negligible.

**POLICY**

**1. HCA employees may NOT use state resources for private benefit or gain of the employee or any other person.**

- (a) This includes the use of any person, money, or property under the employee's official control, direction or supervision or in his or her custody.
- (b) This does not apply to the use of public resources to benefit another person when it is part of the employee's official duties.

**APPROVED**  
**Executive Ethics Board**  
Date: 6/8/01

**2. An HCA employee may make occasional but limited use of state resources provided that ALL of the following conditions are met:**

- (a) There is no, or de minimis, cost to the state;
- (b) The use is brief in duration and does not disrupt or distract from the conduct of state business due to volume or frequency;
- (c) The use does not compromise the security or integrity of state equipment, information or software;
- (d) The use is not related to an outside job or business of the employee;
- (e) The use is not related to any political campaign or promotion or opposition to a ballot proposition, which is prohibited.

The HCA may allow occasional use of state resources for private benefit of an employee, provided that in addition to the criteria above, it promotes agency internal effectiveness.

When HCA employees are enrolled in a class which will be of benefit to the agency, they may use state resources (but not supplies) to do their class assignments on their own time. Employees shall obtain written agreement from their supervisor that the information learned in the class will be of benefit to the agency prior to using state resources for this purpose.

**3. Examples of violations and non violations:**

- a) An employee posts a notice to sell her motorcycle on the agency bulletin board. Her home telephone number is given for contact. This is not an ethical violation.
- b) An employee uses his state office telephone after work hours to contact clients for his personal tax consulting business. This is an ethical violation.
- c) An employee is taking a class on her own time that will enhance her job skills. In the evening she works on class assignments at her state-owned desk and uses some state equipment. She uses her own supplies and has obtained advance written permission from her supervisor. This is allowed under the policy.

**APPROVED**  
**Executive Ethics Board**  
Date: 6/8/01